



## City of Austin - JOB DESCRIPTION



### Auditor I

<b>FLSA:</b>	Standard/Non-Exempt	<b>EEO Category:</b>	(50) Para-Prof
<b>Class Code:</b>	11036	<b>Salary Grade:</b>	AG3
<b>Approved:</b>	March 06, 2001	<b>Last Revised:</b>	February 13, 2008

#### Purpose:

The Office of the City Auditor is a City department that reports to the City Council and provides a menu of services including performance audits, investigations, and special request projects. These services are designed to provide information to support the City Council's decision making, establish accountability for meeting expectations, and generate a force for positive change. Projects primarily focus on the performance of City departments, programs, and initiatives with emphasis on results/effectiveness and efficiency/economy.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Conduct interviews and meetings with external clients to elicit useful, relevant, and reliable information.
2. Collect and analyze both qualitative and quantitative data, extracting information that is significant to the project.
3. Conduct research on subject matters related to the project.
4. Document information and conclusions in an organized and useful manner.
5. Use collected information to support conclusions.
6. Develop clear, concise, timely, and accurate written summaries.
7. Demonstrate increasing mastery of performance auditing processes, procedures and techniques.

#### Responsibilities - Supervisor and/or Leadership Exercised:

- Possess and maintain the highest standards of conduct, honesty, and loyalty in both official and personal matters.
- This position is not responsible for supervising.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of and ability to adhere to appropriate professional standards, including the Government Auditing Standards.
- Ability to master steep learning curves regarding government organizations, programs, activities, functions, and, where applicable, their interrelations with the private and not for profit sectors.
- Ability to solicit, receive, analyze, and use information provided by office staff and external clients and stakeholders.
- Ability to maintain objectivity and implement appropriate standards of care in all scopes of work.
- Ability to complete assigned duties and functions in a timely and effective manner.
- Ability to demonstrate continuous learning and growth by developing a new skill or pursuing a professional certification.
- Proficient at collecting information according to an established project plan.
- Proficient at working with others to achieve a project goal or objective.
- Ability to analyze and evaluate facts; make sound, objective assessments and observations; and where appropriate, make constructive recommendations.

#### Minimum Qualifications:

- Graduation from an accredited four-year college or university.

#### Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.